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Security Info-hation

h February 1953

MEMORANDUM FOR: Chief, Organization and Methods Service

SUBJECT

: President's Committee on International Information Activities

1. The following are some of the uncompleted matters about which we talled t

- a. Establishing a security program for the Committee, whereby the individual assigned by IAS uses CIA facilities, but reports to the Committee itself.
- b. Seeing that individuals are paid on time and that checks which come from agencies other than CIA are delivered
  - c. Establishing a system of accountability.
- d. Making sure that those individuals helping you in matters of support report through you, not directly to the Committee.

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2. The following are some miscellaneous matters to which you might want to give your porsonal attention:

assignment of (extension 3981).

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b. Obtaining a car for the Committee's use from the Bureau of the Budget. s taking care of this.

c. Making sure car is supplied as previously arranged.

- d. Checking on Presidential Seal for stationery.
- e. Seeing if arrangements made through 00 are set.

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Special Assistant to Deputy Mirector (Administration)